



Associate Dean for Student Success

Franklin College is accepting applications for the position of Associate Dean for Student Success. The Associate Dean for Student Success is responsible for the development and implementation of campus-wide academic services and retention initiatives. The Associate Dean is charged with meeting a wide-range of academic needs and delivering programs that enhance student success and persistence.

Reporting to the Vice President for Student Development and Dean of Students, the Associate Dean partners with faculty, student development colleagues, and works closely with the Associate Dean of Academic Affairs to coordinate services.

RESPONSIBILITIES

- Provide leadership, supervision, budget resource allocation and strategic vision for the Student Success department and campus retention initiatives
- Supervise the Director of First-Year Experience, the Academic Resource Coordinator, and the Administrative Assistant for the Center for Student Success
- Develop, implement, promote and assess Academic Resource Center programs and services
- Coordinate exit interview data collection, analysis, and resulting enrollment projections and intervention strategies
- Based on annual assessments of academic support services, advocate for updating and adding services to meet both ongoing and changing needs of student population
- Explore external funding, including federal Department of Education grant opportunities, to develop new retention initiatives and to enhance resources and services available to under-served communities
- Develop intervention strategies for academically at-risk students
- Supervise institutional compliance with Section 504 and the Americans with Disabilities Act (ADA) and with other federal and state regulations concerning students with disabilities. Evaluate and interpret documentation, assign and arrange for reasonable and appropriate accommodations
- Chair the student success team and represent the Division of Student Development on other relevant committees
- Coordinate academic standing and new student placement with the Associate Dean of Academic Affairs
- Coordinate academic recovery program for students on academic probation
- Manage a case load of students seeking academic support
- Other duties as assigned

QUALIFICATIONS

- Master's Degree in Student Affairs Administration or related field and experience in student support services required
- Strong aptitude for strategic thinking and planning in area of student success and retention
- Training experience in the area of disability services preferred
- Excellent verbal and interpersonal skills
- Ability to adapt to quickly changing environments
- Excellent organization and multitasking skills



APPLICATION PROCESS

Excellent benefits package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family.

Review of applications will begin immediately and continue until the position is filled.

Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume and contact information for three professional references via the application link [Franklin College Staff Application](#)

Contact Human Resources with additional questions.

Franklin College
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www.FranklinCollege.edu

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